

## Steps to Arranging a Fitness/Wellness Class for State of Minnesota Employees

Many exercise and wellness classes are well suited to the workplace. These steps may help you arrange your class. Please note: many of the links in this document are only available to State of Minnesota employees who have access to the MMB extranet. If you would like support in setting up a wellness class, please contact your agency's wellness committee: <http://extranet.mmb.state.mn.us/workwell/programs.htm>.

1. Gather information
2. Arrange for an experienced/certified instructor
3. Promote the class
4. Pre-register people
5. Prepare for the first class
6. Evaluate the class

### 1. Gather information

Begin your planning by discovering if there is interest, and finding the right dates, time and location for the class.

To see if there is a large enough group interested in attending, you might send out a short survey. (If the group of interested employees is too small, consider inviting people from other state agencies or other building tenants to attend. Check with your building security to see if others will have access to the classroom.)

We are considering holding a \_\_\_\_\_ class. To see if there is interest, and to best meet your needs, please respond to the following (check all that apply):

- ☐ Yes, I'm interested in attending a \_\_\_\_\_ class at work
- ☐ I would prefer to attend before work
- ☐ I would prefer to attend on my lunch break
- ☐ I would prefer to attend after work
- ☐ Attending a \_\_\_\_\_ class at work does not interest me

Please list any other wellness-related class you would attend if it were offered at work:

Determine the best day of week and time of day for class. Survey those who are most interested in attending. Survey Monkey is a free on-line tool. Or your agency might have survey software they prefer you to use. Here is a sample interest survey:

[http://www.surveymonkey.com/s.aspx?sm=714GII0ovoMbTIMdvDA\\_2b3g\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=714GII0ovoMbTIMdvDA_2b3g_3d_3d).

Learn about other wellness offerings in your agency to be sure your class time and content don't conflict.

Determine a safe location for the class. Be sure the floor is safe for the type of exercise participants will be doing, and that there is adequate space for the size of group you expect.



## **2. Arrange for an experienced instructor\***

You may find an instructor at a local fitness center or university.

There may also be qualified instructors within your agency. If a coworker will lead or just facilitate a class (whether paid or unpaid), s/he has liability protection under an insurance policy held by the State of Minnesota. Please contact [Linda.Feltes@state.mn.us](mailto:Linda.Feltes@state.mn.us) for current information on state employees serving as fitness/wellness instructors.

Have the potential instructor complete an application. Here is the [Work Well Wellness/Fitness Leader Application](#) you may use as is, or adapt for your agency. Completing this form will require a visit to the classroom and your assistance. Be sure, through this form and personal interview, that the instructor has ample qualification for teaching the class. Consider calling references given by the instructor on his/her application.

Determine if a fee will be charged participants for the class. If so, arrange for how the instructor will be paid. A usual arrangement is for class participants to pay the instructor directly. This can be done on the first day of class if a series, or at each class.

\*Please note: Massage therapist practicing in Minnesota must post and provide a client bill of rights. When practicing in St. Paul, they must be licensed by the City of St. Paul. Many massage therapists will be aware of these regulations. All you will need to do is ask, and make a copy of their license. Please link to “Steps to Offering Chair Massage” from this page: <https://extranet.mmb.state.mn.us/workwell/programs.htm>.

## **3. Promote the class**

- You may wish to ask the instructor to provide a free demonstration class one week before the actual class will begin. Be sure to have people sign in at the demo so you have a “hot list” of those interested in the class.
- Invite the instructor to demonstrate the class at your building’s Wellness Committee meeting, so the committee members can learn about and help promote it.
- Develop a flyer for the class. Post the flyer, in accordance with any guidelines provided by your building’s facilities group.
- Submit a brief description of the class to your agency’s intranet.
- Add the class to your agency’s calendar.
- E-mail people on your “hot list” with details about the class.
- Add the class to your building’s video display.
- Have your class added to your wellness program’s Website and/or newsletter.

## **4. Pre-register people**

Decide if people need to pre-register for the class. You might decide to have them just show up, e-mail you to register, or e-mail the instructor.

You could have people register on a database, such as one you might create with survey software. In your promotions, you would provide a link to the survey. Here is a sample class registration form: [http://www.surveymonkey.com/s.aspx?sm=wtfPr\\_2fgxcYA27W\\_2fQ2op5yQ\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=wtfPr_2fgxcYA27W_2fQ2op5yQ_3d_3d).

Being more active is very safe for most people. However, a small number of people should check with their doctor before they start becoming more physically active. Especially if the class you are offering may be vigorous to some, you may offer potential class participants the opportunity to complete the Physical Activity Readiness Questionnaire (PAR-Q):

<http://www.mecc.edu/modules/showdocument.aspx?documentid=602>. The PAR-Q will help them understand if they should check with their doctor before they start.

## **5. Prepare for the first class**

- Provide the instructor with directions, walking/biking/parking information, security information, and directions to the classroom. Ideally, arrange for an escort for the instructor for the first day of class.
- Provide the instructor with an attendance sheet.
- Introduce yourself and instructor to the class.
- Ask class participants to sign a liability waiver. Also ask class participants to sign in each time they attend class.
- Here is a form that can serve as both a waiver and a sign-in sheet: [User Agreement, Release and Waiver of Liability](#) You may use as is or adapt for your agency.

## **6. Evaluate the class**

- Ask the instructor to track attendance for each class and return the attendance sheets to you. You may wish to keep your wellness committee informed of how the class is going.
- Send out a brief survey on the last day of class (or annually, for an ongoing class). Here is a sample post-class survey:  
[http://www.surveymonkey.com/s.aspx?sm=YBTM\\_2fOtZByAEVeVyidyO\\_2bg\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=YBTM_2fOtZByAEVeVyidyO_2bg_3d_3d).